



ARIZONA FIRE & MEDICAL AUTHORITY

GOVERNING BOARD REGULAR MEETING

MINUTES

Tuesday, September 22, 2020

MINUTES

1. **CALL TO ORDER / ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM**

Board Chairman Wilson called the meeting to order on Tuesday, September 22, 2020, at 11:00 a.m. The meeting was held telephonically due to social distancing requirements relating to the COVID-19 pandemic.

Members Present: Board Chairman David Wilson, Board Clerk Dawn Miller, and Board Members Richard Bookie, John Crawford, and Karen Gueltzow

Members Absent: None

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Assistant Chief Chris DeChant, Deputy Chief/Fire Marshal Eric Kriwer, Division Chief Kane Nixon, Engineer Matt Burry, Finance Manager Diane Goke, and Authority Clerk Dusty Christopherson

Legal Counsel: Legal & Intergovernmental Affairs Director Lee Miller

Guests Present: North County Fire & Medical District Board Member Tony Sambol and Russell Smith; South County Fire & Medical District Board Member Bill Becker, Leonard Leach and Diane Price; Jim Young, Sun City West Resident

Media Present: None

2. **CALL TO THE PUBLIC**

There was no response to the Call to the Public.

3. **FINANCIAL SUMMARIES AND AUDIT REPORTS**

A. **Arizona Fire & Medical Authority Financial Reports for August 2020.**

Diane Goke, Finance Manager presented the Arizona Fire & Medical Authority Financial Reports for August 2020 and answered any questions from Board Members.

In response to an inquiry, Ms. Goke stated that the drop in ambulance membership revenue at this point in the year is most likely attributed to snowbird seasons and that Staff anticipates this number to increase over the fall months as residents return to the area.

4. **CONSENT AGENDA**

- A. Approve Monthly Financial Reports for August 2020.
- B. Approve Regular Board Meeting Minutes – August 25, 2020.
- C. Accept the South County Fire & Medical District's and the North County Fire & Medical District's property annexations approved at their Governing Board meeting on September 22, 2020.

Board Member Crawford moved that the Arizona Fire & Medical Authority Governing Board approve all items on the Consent agenda. Board Member Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson
NAYS: None
ABSENT: None

5. **CURRENT EVENTS SUMMARIES AND REPORTS**

- A. Operations Division (Including Operations/Deployment, Support Services, and Emergency Medical Services/Training) – Current Event Summary for August 2020

Chris DeChant, Assistant Chief – Operations Division presented the Operations Division Event Summary for August 2020 and answered any questions from Board Members. Assistant Chief DeChant noted that when compared to last year's total, the total responses for all of AFMA's jurisdictions are up by 3%, despite the month to month changes that we may be seeing due to the COVID-19 pandemic.

Assistant Chief DeChant provided an update on the current wildland deployments to the August Complex Fire and the Creek Fire in California, noting that these deployments are significant in that this is the first time in recent memory that the State of California has requested outside medical resources to assist their efforts.

In response to inquiries, Assistant Chief DeChant noted that many agencies across the State are sending resources into California to help fight the wildfires and that the crews deployed are provided information on COVID-19 precautions and testing measures on a site specific basis.

Assistant Chief DeChant provided an update on the Training Section and noted that training hours this year are down from last year due to the COVID-19 pandemic and the

social distancing and safety precautions required. Refresher training courses are being held for Emergency Medical Technician and Paramedics certification requirements on an as needed basis.

B. Community Risk Management Division – Current Event Summary for August 2020

Eric Kriwer, Division Chief/Fire Marshal – Community Risk Management Division presented the Community Risk Management Division Event Summary for August 2020 and answered any questions from Board Members.

C. Business Services Division (including Planning/Tech Services/Emergency Management, Financial Services, Administration, and Human Resources) – Current Event Summary for August 2020

Mary Dalton, Assistant Chief – Business Services Division presented the Business Services Division Event Summary for August 2020 and answered any questions from Board Members.

In response to an inquiry, Assistant Chief Dalton noted that in order for a property to annex into the District, the parcel must be connected to another already in the District.

D. Arizona Fire & Medical Authority Chapter of the United Sun Cities Firefighters Association – International Association of Firefighters Local 3573 Updates.

Matt Burry, Local 3573 Representative, stated that due to the COVID-19 pandemic the Fill the Boot campaign this year will be held online instead of firefighters gathering in front of gas stations and grocery stores. The Charities have set a target goal of \$10,000. In addition, October is Breast Cancer Awareness Month and so many members of the Local Chapter will be wearing pink in support of this cause.

E. Correspondence Review – Correspondence received or sent by the Arizona Fire & Medical Authority which would be of interest to the Governing Board will be reviewed by the Board Clerk.

Board Clerk Miller reviewed correspondence received during the month of August 2020.

6. PUBLIC HEARING

A. Hold a public hearing relating to adoption of Resolution No. AF20-0922-1 adopting the Arizona Fire & Medical Authority Fire Code.

Board Chairman Wilson opened the public hearing. There were no public comments received. Board Chairman Wilson closed the public hearing.

Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board adopt Resolution No. AF20-0922-1 approving the Arizona Fire & Medical Authority 2018 International Fire Code with local amendments. Board Member Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson
NAYS: None
ABSENT: None

7. REGULAR BUSINESS

A. Discussion and Possible Action relating to adoption of Fire Prevention Week Proclamation.

Division Chief Kriwer presented the Fire Prevention Week proclamation and stated that Fire Prevention Week is always the second week in October and that this years theme is “Serve Up Fire Safety in the Kitchen”.

Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board adopt a proclamation declaring October 4-10, 2020 as Fire Prevention Week throughout the Authority. Board Member Miller seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson
NAYS: None
ABSENT: None

B. Discussion relating to the COVID-19 Pandemic, including expense reimbursement and funding efforts.

Kane Nixon, Division Chief – Planning/Technical Services/Emergency Management, presented the Governing Board with an update on the COVID-19 Pandemic, including national statistics, Arizona statistics, heat map of cases by zip code, testing numbers versus positive results, testing by State of Arizona, and case numbers versus hospital capacity. Division Chief Nixon continued by providing the Governing Board an update on AFMA specific statistics, including call volume and positive cases by zip code.

C. Discussion and Possible Action relating to the adoption of Resolution No. AF20-0922-2 adopting the Arizona Fire & Medical Authority Fee Schedule.

Division Chief Kriwer presented the updated fee schedule and answered any questions from Board Members. Division Chief Kriwer noted that customarily, the Authority has always revised its fee schedule at the same time that the fire code is updated. This is

largely due to the fact that newly imposed legal mandates can affect the fees required for each service or mandate provided. Staff is recommending the Governing Board adopt AF20-0922-2 adopting the new fee schedule separately from the Fire Code action, as there may be a need for fee adjustments in the future that can impact this fee schedule separately from those which would impact the fire code.

The proposed 2020 Fee Schedule changes include:

1. Ability to assess re-inspection fees for inspections scheduled and not ready due to negligence of the requestor such as; items not corrected from previous inspections, no shows at the scheduled time of inspection, and work not completed at the scheduled time of inspection.
2. Energy/solar system plan reviews, permits, and inspections.
3. Staff time to actual cost of service provided.
4. User fees for services inside/outside Authority boundaries will be set at the rates of the Authority's current State Forester's Cooperative Fire Rate Agreement.

The AFMA Budget & Finance Committee reviewed the draft fee schedule at its meeting on September 15, 2020, and recommended approval.

Board Clerk Miller moved that the Arizona Fire & Medical Authority Governing Board adopt Resolution No. AF20-0922-2 approving the updated fee schedule. Board Member Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson
NAYS: None
ABSENT: None

D. Discussion and Possible Action relating to acceptance of the Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (AFG) award in support of the Cancer Prevention Program.

Assistant Chief Dalton stated that the Authority has received a grant award notice from FEMA for the installation of an exhaust extraction system at 7 of the 8 fire stations. Station 104 was excluded from the grant application due to the age of the fire station. However, the grant award is in the amount of \$280,000 with a 10% required match from the Authority (\$25,454), and a commitment from the Authority that the exhaust extraction system will be installed at Station 104 at the cost to the Authority. Assistant Chief Dalton noted that the exhaust extraction systems are a big piece of the Authority's Cancer Prevention Program and Staff is recommending acceptance of the grant award.

Board Member Bookie expressed his gratitude to the Staff for working on this grant application and stated that he feels this action is a big move in cancer prevention efforts for firefighters. Board Member Bookie expressed his desire to see a public notice put out about this accomplishment.

Board Clerk Miller moved that the Arizona Fire & Medical Authority Governing Board accept the grant award from FEMA for a vehicle exhaust mitigation system in the amount of \$280,000 with a 10% cost share, in support of the Authority's Cancer Prevention Program. I further move that the Governing Board authorize the Fire Chief, utilizing the grant and Authority Capital Improvement Plan funding, to install vehicle exhaust mitigation systems at all Authority fire stations with a total project cost not to exceed \$325,000. Board Member Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson

NAYS: None

ABSENT: None

E. Discussion and Possible Action relating to approval of the 2021 Governing Board meeting schedule.

Dusty Christopherson, Authority Clerk presented the 2021 Governing Board meeting scheduled and answered any questions from Board Members.

Board Clerk Miller moved that the Arizona Fire & Medical Authority Governing Board approve the 2021 Governing Board meeting schedule. Board Member Gueltzow seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson

NAYS: None

ABSENT: None

8. SUGGESTED ITEMS FOR FUTURE BOARD MEETING AGENDAS

Board Member Bookie requested a short presentation on each fire station, perhaps one every other month, to help inform the Governing Board but also to help inform the public, and to house these presentations on the Authority's website for future viewing by the public.

9. ADJOURNMENT

The meeting adjourned at 11:57 p.m.

Dawn Miller

Dawn Miller (Oct 30, 2020 18:12 PDT)

Dawn Miller, Board Clerk


September 22 2020 Minutes


Final Audit Report


2020-10-31


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